

PROGRAM GUIDE

WHAT ARE COMMUNITY OUTDOOR REVITALIZATION GRANTS?

Columbia Basin Trust's Community Outdoor Revitalization Grants program supports Basin communities ([see map](#)) to create, restore or enhance welcoming, safe and vibrant outdoor multi-use community spaces that support community gathering and programming. Investing in these types of community spaces strengthens the social and cultural fabric of communities by enhancing community pride, supporting a culture of civic engagement and creating a draw for tourism marketing, and business retention and expansion.

This is the third year of a three-year program, with an annual budget of \$2,000,000.

WHAT DOES A COMMUNITY OUTDOOR REVITALIZATION AREA LOOK LIKE?

Applicants will be asked to identify a Community Outdoor Revitalization area that meets all or most of the following criteria:

- a) has defined boundaries;
- b) is primarily outdoors;
- c) promotes opportunities for community gathering;
- d) is accessible to all members of the community; and
- e) is not limited to a private membership.

We anticipate that many projects will take place in central commercial districts; however, some communities may prioritize projects in other multi-use public areas, especially in more rural contexts.

WHO CAN APPLY?

Eligible applicants include municipalities, regional districts and First Nations communities in the Columbia Basin Trust region (ourtrust.org/map).

Applications from non-profit organizations from unincorporated communities will be considered provided the following criteria are met:

1. The Regional District agrees upon the need for the project and has been consulted on the project development; and
2. The legal ownership of the property to be revitalized is clearly defined and long-term use for the purpose of community gathering is secured.

The Trust reserves the right to apply further criteria as it deems appropriate.

WHAT TYPES OF PROJECTS ARE ELIGIBLE?

This program offers two types of support:

1. Project Planning and Design Support:

- a. Available to municipalities with populations of 5,000 or less, unincorporated areas, and First Nations communities to plan and design these types of spaces in more rural contexts.
 - b. Applications accepted on an ongoing basis, until all program funds are committed.
2. Capital Funding:
- a. To support communities to implement projects that occur in a community outdoor space as defined in this program guide and that upgrade the aesthetics of the space and/or create opportunities for community interaction and gathering.
 - b. Applications are accepted once annually. See “When is the Application Deadline” section for more information.

WHAT COSTS ARE ELIGIBLE?

<p>1. Planning and Design Support</p>	<p>Municipalities with populations of 5,000 or less, unincorporated areas, and First Nations communities can apply for project planning and design costs that lead to tangible project deliverables including:</p> <ul style="list-style-type: none"> a) Architectural design; b) Landscape architecture; and c) Engineering.
<p>2. Capital Funding</p>	<p>Project activities that upgrade the aesthetics of the Community Outdoor Revitalization area and/or create opportunities for community interaction and gathering including:</p> <ul style="list-style-type: none"> a) Enhanced landscaping and lighting; b) Street furniture (benches, picnic tables, bike racks, etc.); c) Shade structures; d) Public washrooms (above ground finishing only, not utilities); e) Community and way-finding signage; f) Costs to integrate environmentally friendly materials and technologies or to integrate recreation and technology elements that enhance the project and increase its impact; g) Elements that improve the art, culture and heritage values or the aesthetics of a community gathering space; and h) <u>Land and Building Owner Incentive Grant</u> - Up to 10% of total project budget to a maximum of \$30,000.

<p>Capital Funding continued</p>	<p>Matching grants of up to \$5,000 may be available for owners of properties that border on or are within the identified Community Outdoor Revitalization area to complete façade or permanent landscaping improvements to improve the character, accessibility and appearance of their building. Eligible costs include:</p> <ul style="list-style-type: none"> a) Façade restoration and improvement (including murals); b) Wheelchair accessibility; c) Doors & windows; d) Signage & awnings; e) Architectural features; f) Lighting; and g) Permanent landscape features. <p>Note: <u>Land and Building Owner Incentive Grant</u> will be administered by successful applicants.</p> <p>Independent land and building owners are not eligible to apply directly to the Trust.</p>
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WHAT PROJECTS AND COSTS ARE NOT ELIGIBLE?

Projects and/or project activities that may displace any level of government from its obligations will not be eligible for funding. This includes:

- a) Infrastructure costs, for example:
 - Paving, sidewalks and utilities (including installation);
 - Staff wages and labour costs;
 - Regular or routine repair and maintenance; or
 - Work that is already underway or completed.
- b) Planning, architectural design and engineering costs that are within the usual scope of required activities for local governments or First Nations communities.
- c) Administration or operational costs not directly related to the project.

HOW MUCH OF MY PROJECT WILL THE TRUST FUND?

Planning and Design Grants:

Municipalities with populations less than 5,000	Unincorporated Communities and First Nations Communities
Maximum request \$10,000	Maximum request \$10,000
Up to 80% of eligible costs	Up to 90% of eligible costs

Capital Grants:

Municipalities	Unincorporated Communities and First Nations Communities
Maximum request of \$650,000	Maximum request of \$650,000
Up to 75% of eligible costs (excluding Land and Building Owner Incentive Grant Request)	Up to 90% of eligible costs (excluding Land and Building Owner Incentive Grants Request)
<p>Note: Land and Building Owner Incentive Grant requests are included in the maximum request.</p>	

Priority may be given to projects with other confirmed cash contributions.

Large requests from the Trust must demonstrate significant community impacts and/or involve collaboration with a variety of partners.

HOW DOES THE TRUST SELECT PROJECTS FOR FUNDING?

The Trust assesses each application using the following criteria:

- The project demonstrates it meets the program eligibility listed above.
- The project demonstrates community support, indicated by activities like fundraising, financial commitments, and partnerships.
- The project demonstrates readiness to move forward in the stated timelines.
- The project, and organizations coordinating the project, demonstrate an understanding of the need for long term maintenance of the project that can be demonstrated by a long- term budget or asset management plan for ongoing and scheduled maintenance/repairs.
- The project aligns with the Trust’s consideration of broad geographic disbursement of Trust funds and projects.
- Preference may be given to projects that demonstrate a component of employment and/or workplace training.
- Preference may be given to projects that demonstrate climate resilience considerations.

WHEN IS THE APPLICATION DEADLINE?

Planning and Design Grants:

Applications will be accepted on an ongoing basis until the program funds are fully committed.

Capital Grants:

Applications must be submitted by February 5, 2021 at 2:00 p.m. PT / 3:00 p.m. MT

We will not accept applications after this deadline.

WHEN WILL I HEAR THE RESULTS?

The review process usually takes up to eight weeks. We will contact you by email, at the address on your application form, to let you know if your project has been approved for funding.

Prior to approving any projects, Trust staff may conduct due diligence processes on your project at the Trust's expense.

If approved, we will also let you know whether there are conditions you will need to address, and whether you will receive full or partial funding. We will then send a Contribution Agreement for signature and you will receive the funding after both parties sign the agreement and any conditions have been met.

WHEN CAN MY PROJECT START?

Grant money can only be put toward approved project expenses that occur *after* you receive funding confirmation. Once you get approval, we will be in touch to discuss payment and reporting schedules and begin the contracting process.

WHAT ELSE DO I HAVE TO KEEP IN MIND?

Even if a project meets the eligibility criteria it may not be selected for funding as the Trust receives requests for more funding than what is available. The Trust retains the discretion to determine project eligibility and the amount of funding it may allocate to each project. The Trust retains the discretion to offer part, or all of the Trust portion of the funding request.

HOW DO I APPLY?

1. Check our [website](#) and contact the Manager, Community Relationships in your area to discuss your project idea.
2. Review the appropriate application guide (Planning or Capital) for direction and advice on how to complete the application form.
3. Use the worksheet to develop your application offline.
4. Complete the online application form.
5. Submit your online application for
 - a) Planning and Design when you are ready;
 - b) Capital Grants before the deadline.

Contact Trust staff if you have any questions about the program guide or application process at communitydevgrants@ourtrust.org or 1-800-505-8998.